



## CITY OF DURHAM

Transportation Department

101 CITY HALL PLAZA | DURHAM, NC 27704

919.560.4366 | F 919.560.4561

[www.DurhamNC.gov](http://www.DurhamNC.gov)

### **Parking Payroll Deduction Procedure for City of Durham Employees**

*January 1, 2015 through December 31, 2015*

The Parking Payroll Deduction Program allows City employees to purchase a monthly parking permit or parking access card and pay for their parking via payroll deduction on a monthly basis using pre-tax dollars. Employees who want to participate in the program should contact Lanier Parking Solutions at (919) 680-2481. Lanier's physical office location is located on the Street Level inside the Chapel Hill Street Parking Deck (directly across the street from City Hall). The parking office is open 8am – 5pm, Monday – Friday, excluding City-recognized holidays.

#### Special Notes:

- To initiate parking payroll deduction, you must be a salaried, permanent or part-time/temporary with benefits, City employee, on a 12 month pay plan.
- Part-time, intermittent and temporary employees (without benefits) or employees with an employment end date of less than twelve (12) months are not eligible for payroll deduction.
- No more than one monthly parking permit or parking access card will be sold to each employee.
- Employees may pay for monthly parking permits/access cards by cash, check, money order, debit card, Visa, MasterCard, American Express, or Discover. Returned checks and bankcards will be charged the prevailing service fee.

#### Enrollment:

You must present your City of Durham identification card and your State-issued picture identification to verify employment and complete and submit the Monthly Parking Agreement and the City of Durham Parking Election Form to enroll for monthly parking via payroll deduction to receive a parking permit and/or parking access card.

If you are signing up for monthly parking between the 1st and the 15th of the month, you will have to pay the full monthly cost of the parking permit/access card plus a one-time activation fee of \$5.00 upfront. If you are signing up for parking between the 16th and the 30th of the month, you will have to pay for one-half of the monthly parking fee plus a one-time activation fee of \$5.00 upfront. This allows time for Lanier Parking Solutions and Payroll to set up your deductions. Each month thereafter, the monthly parking fee will be deducted from your first paycheck of the month on a pre-tax basis.

**Payroll Deduction Monthly Parking Permit Types and Fees:** The monthly parking fees for employees are as follows:

Lot 8 - Parrish and Church Streets	\$55 per month
Lot 14 - Morgan and Mangum Streets	\$55 per month
Lot 20 - 102 Corcoran Street	\$55 per month
Lot 40 - 400 Cleveland St (Parks and Recreation)	\$55 per month
Chapel Hill St. Garage	<u>Reserved/Assigned</u>
Church St. Garage	\$80 per month
Corcoran St. Garage	<u>Non-Reserved/Non-Assigned</u>
Durham Centre Garage	\$65 per month



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### **Reporting a Lost or Stolen Permit:**

- To replace a lost or stolen permit, file a report with Lanier Parking Solutions and a replacement permit will be issued at a cost of \$20.
- Parking permits or parking access cards that are declared lost or stolen are not valid.
- Vehicles displaying a lost or stolen permit will be issued a parking ticket for displaying an invalid parking permit with a fine up to \$50.00 depending on the location.

### **Canceling or Changing Parking Payroll Deductions:**

- To cancel or change your payroll deduction, contact Lanier Parking Solutions at (919) 680-2481.
- If you do not return the permit and cancel payroll deduction, the monthly parking fee will continue to be deducted from your pay check.
- Payments not received through payroll deduction will be invoiced to the employee.
- No refunds will be issued if you do not cancel payroll deduction during your leave.
- Whenever you cancel payroll deduction, you must return your parking permit and/or access card before the last business day of the month to avoid the payroll deduction for the following month.
- Lanier Parking Solutions will cancel your parking deduction with the Payroll Division.

### **Terminating Employment - Voluntary Separation Process:**

- If you terminate your employment with the City of Durham, you must complete and submit the City of Durham Parking Termination Form with Lanier Parking Solutions to cancel your parking payroll deduction.
- You must also return your parking permit and/or access card to Lanier Parking Solutions.
- Lanier Parking Solutions will cancel your parking deduction with the Payroll Division.

### **Inactive Permit:**

- The monthly fee is required to be paid, whether or not a paycheck is issued, until the payroll deduction permit is cancelled or employment is terminated.
- Non-payment of outstanding monthly fees will result in the parking permit and/or parking access card being placed on inactive status.
- A permit and/or parking access card that has been placed on "Inactive" status are not valid.
- Vehicles displaying an Inactive permit will be issued a parking ticket.